



**COUNTY OF SAN DIEGO**  
Great Government Through the General Management System – Quality, Timeliness, Value  
**DEPARTMENT OF HUMAN RESOURCES**

**CLASS SPECIFICATION**

**UNCLASSIFIED**

**CHIEF INVESTMENT OFFICER**

**Class No. 000288**

**■ CLASSIFICATION PURPOSE**

To manage the investment of County monies, administer the cash management program, issue County tax anticipation notes and special district bonds; and to perform related work.

**■ DISTINGUISHING CHARACTERISTICS**

This is an unclassified management class allocated only to the Treasurer-Tax Collector. Incumbents report to the Deputy Treasurer, and have significant responsibility for formulating policy and coordinating the investment of County and special district monies and other agencies.

**■ FUNCTIONS**

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Analyzes County cash flow requirements.
2. Identifies funds available for investment.
3. Formulates and implements policies and procedures on the investment of County monies and the administration of the cash management program.
4. Studies economic and financial trends and money market conditions for investment opportunities in government securities, banker's acceptances, and negotiable certificates of deposit.
5. Represents the Treasurer/Tax Collector in the issuance of County tax anticipation notes and special district bonds.
6. Invests available funds to realize maximum return on County investments.
7. Negotiates the purchase and sale of securities.
8. Monitors contracts with banks for the deposit of funds.
9. Manages a computerized cash-flow projection and investment system.
10. Orders and directs the transfer of funds and securities to implement decisions.
11. Monitors the County's banking relationships and participates in decisions about bank compensation.
12. Reviews County investment portfolio performance.
13. Compiles data for and composes reports to Board of Supervisors, Chief Administrative Officer and others as requested.
14. Writes specifications for bids for banking and other related services needed by the Treasurer/Tax Collector and participates in the evaluation of bids received.
15. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Investment principles and practices in regard to government securities, banker's acceptance and negotiable certificates.
- The operation of a large and complex treasury investment portfolio.
- The money market and how it is affected by economic and technical factors.
- Interest and yield computations on various types of security instruments.
- Fundamental banking concepts such as float, compensating balances, electronic transfer of funds and safekeeping.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

### Skills and Abilities to:

- Evaluate and interpret economic and financial information from many sources to assess current and future economic and money market conditions.
- Apply assessments of economic and financial conditions to current investment decisions in order to achieve the highest earnings on investments consistent with acceptable risk.
- Negotiate purchases and sales of investment instruments at prices most favorable to the County.
- Evaluate proposals for determining levels of compensation for bank demand accounts.
- Recognize and develop new investment vehicles, and preparation of draft legislation for legal implementation.
- Use computerized cash flow forecasting and investment decision programs, including the operation of the on-line hardware in a cost-effective manner.
- Establish and maintain effective working relations within the County and with banking and investment officers in the financial community.
- Communicate effectively orally and in writing.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: college-level study in finance, banking and economics and five (5) years of professional experience in managing a cash flow system and a fixed income/money investment portfolio valued in millions of dollars. Experience in debt issuance is highly desirable.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

None Required.

### Working Conditions

Office environment; exposure to computer screens.

#### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

**Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).**

**Revised: July 18, 2000**  
**Reviewed: April 2004**

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Chief Investment Officer (Class No. 000288)

Union Code: NA

Variable Entry: Y